

Arizona Department of Public Safety  
Access Integrity Unit

## 2018 NCJA Compliance Training Schedule

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The Arizona Department of Public Safety's Access Integrity Unit is pleased to announce the training schedule for 2018. Attendees will benefit from our free training classes by learning about state and federal compliance standards relating to the Arizona Criminal Justice Information System. Below are the training guidelines, a list and description of the classes we offer, and directions on how to register for training. All questions and concerns may be forwarded to the Access Integrity Unit at (602) 223-2488 or via e-mail at [ncja@azdps.gov](mailto:ncja@azdps.gov).

### **TRAINING GUIDELINES**

- Training is only mandatory if you are a brand new agency; however, is highly encouraged for all authorized users.
- All classes are free of charge — on a first come, first served basis.
- Classes are subject to change or cancellation.
- Attendees shall arrive in business casual attire or law enforcement uniform — shorts and tank tops are not permissible.

Confirmation emails will be sent prior to the scheduled class, along with attachments of the training materials, will be emailed to the Agency Security Contact for dissemination to their respective users. The registration letter will include the date and time of your scheduled class, a map to the training facility, and lodging and restaurant information.

All training classes are provided online or in the new Access Integrity Unit classroom (unless otherwise noted) located at:

**Arizona Department of Public Safety  
Public Services Center — Sheinfeld Plaza  
2222 West Encanto Boulevard  
Phoenix, Arizona 85005**

## Training Descriptions

### **Initial Access & NCJA Compliance Training: On-site and Online**

All new agencies are required to have at least one representative attend Initial Access & NCJA Compliance Training prior to submitting any fingerprint cards. This training is not required for existing agencies; however, it is recommended if an agency has experienced personnel turnover or agency personnel wish to attend a refresher in order to ensure compliance with current requirements. The persons who attend training should be prepared to share the information learned with other relevant user agency personnel. This training is for the Agency Security Contact and agency trainers – this is NOT the training which is required for all agency Authorized Personnel. Authorized Personnel training requirements are explained in the class. This class is also offered through our WebEx Online Training.

#### *Class Description*

Initial Access & NCJA Compliance Training lasts approximately three and a half hours and covers the basic rules in this guide and provides information on the following:

- How to properly fill out the information on a fingerprint card and inventory sheet.
- Fingerprint submission packet requirements, including fees.
- How to read and interpret criminal justice information/criminal history record information.
- Complying with state and federal requirements associated with noncriminal justice fingerprint criminal history checks
- Outlines the Agency Security Contact's role as the primary user agency liaison and provides guidance regarding user agency regulatory compliance and required documentation.
- Basic privacy and security guidelines for the access, use, handling, and destruction of criminal history record information.
- Advising agencies on the key areas they need to consider when developing policies and procedures for criminal history handling.
- Authorized personnel training requirements and an overview of CJIS Online Security Awareness training.

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## Training Descriptions

### Compliance Refresher Training: On-Site and Online

Compliance Refresher Training is not a required training class; however, it is highly recommended for agencies preparing for their triennial audit. It reinforces the compliance concepts introduced in the Initial Access & NCJA Compliance Training class. This class is also offered through our WebEx Online Training.

#### *Class Description*

Compliance Refresher Training lasts approximately two and a half hours and outlines the Agency Security Contact's role as the primary user agency liaison and provides guidance regarding user agency regulatory compliance and required documentation. Basic privacy and security guidelines for the access, use, handling, and destruction of criminal history record information are discussed as well as key areas for agencies to consider when developing policies/procedures for criminal history handling. Authorized Personnel training requirements and an overview of CJIS Online Security Awareness training are also covered.

### Additional Training Offered by DPS

The DPS Access Integrity Unit may offer other classes from time to time to address specific agency concerns or attempt to address demand for a special type of refresher training. All current classes will appear on the training schedule and will be announced in the monthly update email to the ASC.

To make reservations for a class, the ASC should use the Training Reservation Form. If the name of the class is not listed on the reservation form, fill in the name of the desired class in the blank next to "Other".

### Training Registration Instructions

Training requests are accepted by the Agency Security Contact (ASC) or Secondary ASC. To make reservations for training, the Agency Security Contact (ASC) should fill out the Training Reservation Form, indicate the class(es) and training date(s) requested, and return to AIU. Confirmation will be mailed to the ASC.

1. Go to the NCJA Website: <https://www.azdps.gov/services/government/ncja>



2. Scroll down to: **Noncriminal Justice Compliance Resources/Forms**
3. Select: NCJA Training Reservation Form
4. Enter the agency information, ASC Name, phone and email. List of attendees, class name, training date and # of attendees.

Send completed form to:

Arizona Department of Public Safety  
Access Integrity Unit  
ATTN: Noncriminal Justice Compliance  
P.O. Box 6638 | MD 3160  
Phoenix, AZ 85009-6638

Or by Fax: (602) 223-2926

ATTN: AIU Noncriminal Justice Compliance

Or by Email: [ncja@azdps.gov](mailto:ncja@azdps.gov)

# 2018 DPS NCJA Class Schedule

## JANUARY 2018

Initial Access & NCJA Compliance Combined	Compliance Refresher	Initial Access & NCJA Compliance Combined/ONLINE	Compliance Refresher/ ONLINE
9 (9-12:30)	NONE	16 (9-12:30)	NONE

## FEBRUARY 2018

Initial Access & NCJA Compliance Combined	Compliance Refresher	Initial Access & NCJA Compliance Combined/ONLINE	Compliance Refresher/ ONLINE
6 (9-12:30)	NONE	20 (9-12:30)	NONE

## MARCH 2018

Initial Access & NCJA Compliance Combined	Compliance Refresher	Initial Access & NCJA Compliance Combined/ONLINE	Compliance Refresher/ ONLINE
NONE	13 (9-12:00)	20 (9-12:30)	NONE

## APRIL 2018

Initial Access & NCJA Compliance Combined	Compliance Refresher	Initial Access & NCJA Compliance Combined/ONLINE	Compliance Refresher/ ONLINE
5 (9-12:30)	NONE	NONE	24 (9-12:00)

## MAY 2018

Initial Access & NCJA Compliance Combined	Compliance Refresher	Initial Access & NCJA Compliance Combined/ONLINE	Compliance Refresher/ ONLINE
NONE	8 (9-12:00)	18 (9-12:30)	NONE

## JUNE 2018

Initial Access & NCJA Compliance Combined	Compliance Refresher	Initial Access & NCJA Compliance Combined/ONLINE	Compliance Refresher/ ONLINE
7 (9-12:30)	NONE	NONE	19 (9-12:00)

## JULY 2018

Initial Access & NCJA Compliance Combined	Compliance Refresher	Initial Access & NCJA Compliance Combined/ONLINE	Compliance Refresher/ ONLINE
12 (9-12:30)	NONE	17 (9-12:30)	NONE

## AUGUST 2018

Initial Access & NCJA Compliance Combined	Compliance Refresher	Initial Access & NCJA Compliance Combined/ONLINE	Compliance Refresher/ ONLINE
2 (9-12:30)	NONE	NONE	21 (9-12:00)

## SEPTEMBER 2018

Initial Access & NCJA Compliance Combined	Compliance Refresher	Initial Access & NCJA Compliance Combined/ONLINE	Compliance Refresher/ ONLINE
6 (9-12:30)	NONE	20 (9-12:30)	NONE

## OCTOBER 2018

Initial Access & NCJA Compliance Combined	Compliance Refresher	Initial Access & NCJA Compliance Combined/ONLINE	Compliance Refresher/ ONLINE
2 (9-12:30)	NONE	18 (9-12:30)	NONE

## NOVEMBER 2018

Initial Access & NCJA Compliance Combined	Compliance Refresher	Initial Access & NCJA Compliance Combined/ONLINE	Compliance Refresher/ ONLINE
1 (9-12:30)	NONE	8 (9-12:30)	NONE

## DECEMBER 2018

Initial Access & NCJA Compliance Combined	Compliance Refresher	Initial Access & NCJA Compliance Combined/ONLINE	Compliance Refresher/ ONLINE
4 (9-12:30)	NONE	11 (9-12:30)	NONE